

NOTICE OF JOB POSTING

Deputy Director – Circuit Court

The Newaygo County Circuit Court is seeking applicants for the position of Deputy Director. The position has responsibility for the daily oversight of all general operations of the Circuit Court. Serves as the primary liaison to court personnel, litigants, attorneys and the general public regarding court policies, procedures and other related matters. Participates in budget preparation, policy and program development, and other important administrative functions.

The qualified candidate will possess a Bachelor's Degree in public, business or court administration; 2-4 years progressively more responsible administrative experience; prefer specific experience that will provide knowledge in a legal/court setting.

The successful candidate will demonstrate strong management and supervisory skills; experience in developing and monitoring budgetary matters as well as personnel and operational policies and procedures; excellent written and oral communication skills; knowledge and experience of legal and social issues dealt with in various caseloads; ability to work with a diverse group of individuals both inside the organization and out in the community; ability to be flexible and work independently.

Annual salary range is \$43,830 to \$51,569 plus full fringe benefits.

A full job description and employment application may be obtained from the Newaygo County Circuit Court, 1092 Newell Street, White Cloud, MI 49349-0885 or from the Newaygo County Website <http://www.countyofnewaygo.com/Admin/employment.htm>.

Applications will be accepted until the position is filled.